

**Wethersfield Library Board  
Minutes of October 26, 2010**

**Members present:** Kim Bobin, Ralph Horowitz, Clare Meade, Jenny Miglus, Brad Milvae, Laura Nash, Dan Silver, David Troy

**Others:** Laurel Goodgion, Library Director; Martha Mayer, Friends Chairman; Andy Ragnall, reporter for Central Connecticut Weeklies

**Excused:** Tim Tuell, David Drake

**CALL TO ORDER:** Clare Meade called the meeting to order at 7:00

**PUBLIC COMMENT:** None

**ADDITIONS TO THE AGENDA:** None

**FRIENDS OF THE LIBRARY:**

- Turnout for the Friends annual meeting was low (23 attendees), but speaker Matthew Dix was excellent.
- On November 30, Judith Ivie will be speaking about her new book: *Drowning in Christmas*.
- The Friends are working hard to prepare for the November 6-7 book sale.
- It was suggested that Friends flyers could be inserted into books loaned by the library for book groups.

**COUNCIL LIAISON:** No report.

**LIBRARY BOARD CHAIRMAN:**

- A flyer was distributed with the website for the Hartford Foundation for Public Giving. The video with Laurel's interview by HFPG can be viewed [here](#).
- The board was asked to reserve Saturday, November 19, 2011 for next year's retreat and to put it on their calendars now.
- Board members are requested to review the library's monthly statistics and to be aware of any significant changes.
- Clare and Laurel have discussed the 21% increase in information requests for September 2010 as compared to September 2009. The Adult Services staff will be monitoring the numbers and types of questions received.
- There was discussion on how the board prefers to receive materials for meetings. It was decided that Laurel will send all materials in one e-mail for the next regular meeting, December 7.

**APPROVAL OF MINUTES OF SEPTEMBER 28**

- **It was moved, seconded and carried to approve the minutes of September 28 as presented.**

**LIBRARY DIRECTOR'S REPORT**

- Laurel distributed her monthly update on her goals.
  - Dan Mendez is doing an excellent job with the after school environment in the library.
- 7:18 Member of the public entered to attend the meeting.
- The Business After Hours event run by the Chamber of Commerce was successful and well attended.

- Nancy Stillwell has prepared 3 morning workshops for library staff on customer service skills. The first workshop is next Wednesday.
- Use of the library meeting rooms continues to rise. Groups need to book well in advance to be assured of a space.

7:25 Reporter, Andy Ragnali left the meeting.

- Laurel gave a thorough description of the library's materials selection process. She also discussed how the weeding process is part of the library's materials management program. She was asked how the library would defend itself against potential suggestions that selection is biased. Laurel said that the Materials Selection Policy is designed with that in mind.

7:30 David Troy left the meeting.

## **POLICIES**

- **Code of Ethics Policy: It was moved, seconded and carried to approve this policy as presented.**
- **American Library Association Documents**
  - **Library Bill of Rights: It was moved, seconded and carried to endorse this document.**
  - **Freedom to View Statement: It was moved, seconded and carried to endorse this statement.**
  - **Freedom to Read Statement: After discussion, it was moved, seconded and carried to endorse the numbered, italicized items in this statement.**
- **Materials Selection Policy: It was moved, seconded and carried to approve this policy as presented.**

## **COMMITTEE REPORTS**

- **Outreach Committee:**
  - Ralph has received a list of new Wethersfield families for January – April, 2010 from realtor Lisa Bowman. He will receive the list for the remainder of the year in December. The Outreach Committee will do a mailing to invite new residents to a focus group to discuss library services they would be interested in.
- **Finance Committee:**
  - The account for the Sjoman endowment is nearly established. The account name needs to be corrected to include the wording, "endowment fund".
  - Laurel has submitted a budget draft with an estimate of increased health insurance costs at 10%.
  - Work on the Endowment, Short-term Funds, and Gifts and Donations policies continues. The first two of these sustained substantial revisions in the last Finance Committee meeting. They are now awaiting review and sign-off by David Troy and Tim Tuell. Once this is accomplished, all three policies will be presented to the Board for approval.

At 8:10 it was moved, seconded and carried to adjourn the meeting.

The next regular board meeting will be on December 7, at 7:00 p.m.

Respectfully submitted 10/27/10,

